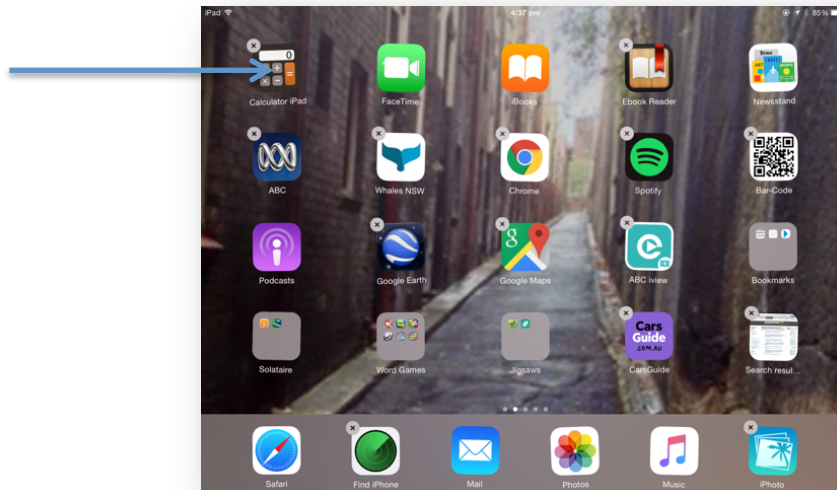


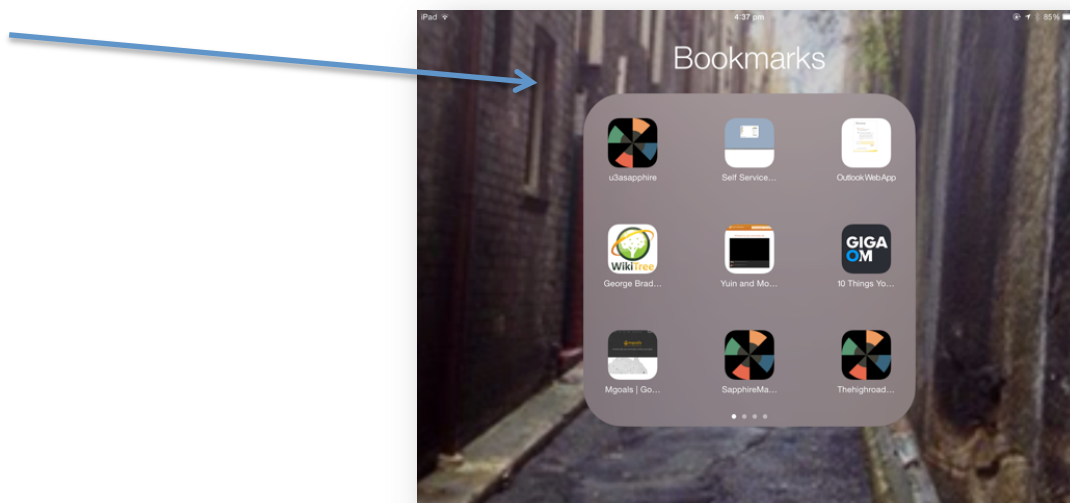
Creating Folders on My Ipad

1. Create A Folder

- To create a folder all you need to do is tap and hold on an app until they all start to jiggle
- A little cross will in the left hand corner of each of each app when it jiggles

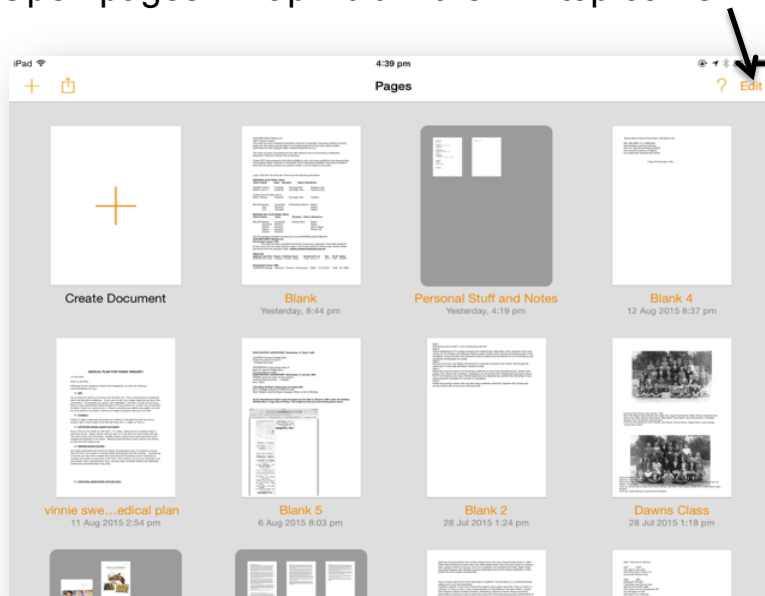


- Then drag the app over another icon and release
- Your iPad will create a folder with both the apps in.
- The folder will be named according to the category of the apps it contains, but you can rename it as you like.

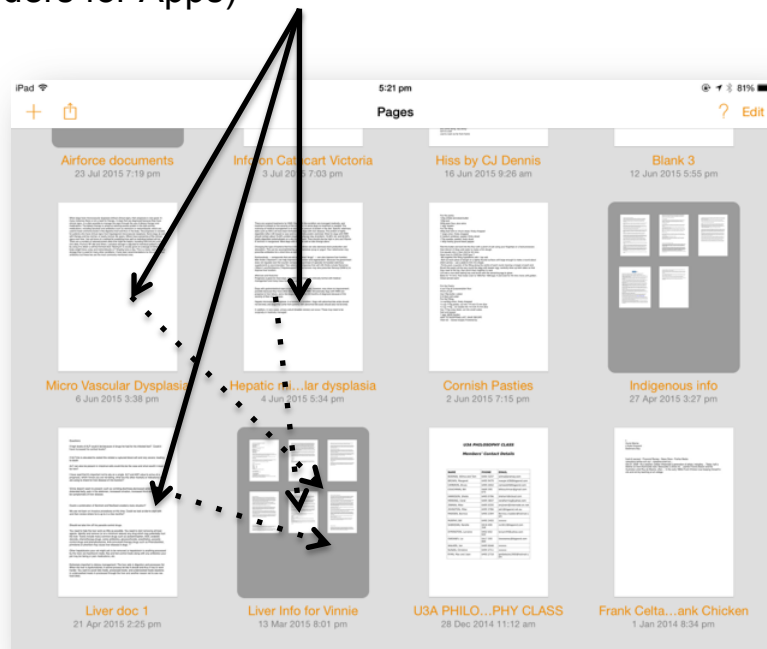


Creating Folders in Pages

- If you wish to group similar articles in pages together
- Open pages > Tap Edit in the RH top corner



- When the documents begin to jiggle move the like documents together (similar to the process you use when you make Folders for Apps)



- Name the Folder.